

# David N. Hainsworth, C.P.A., P.C. Happenings

Newsletter for clients and friends of David N. Hainsworth, C.P.A., P.C.

January 2023

We hope you have enjoyed a wonderful holiday season filled with the merriment of spending time with friends and family. We know we savored our time relaxing and spending time with our loved ones, sharing memories and making new ones. Here's to a healthy and prosperous 2023!!!

While we are in preparation of the 2023 tax season, we want to give you all the tools and guidelines to make this hectic time more manageable.

## CLIENT ORGANIZERS

By the third week of January, we will have initiated your Client Organizer. First step for all clients is to sign your engagement letter!

- **ELECTRONIC ORGANIZER:** For clients utilizing the electronic organizer, you will receive an e-mail with instructions to go to our website ([www.hainsworthcpa.com](http://www.hainsworthcpa.com)) to enter your information directly into your electronic online organizer. **\*\*Remember passwords for your portal must be changed annually so good practice is to immediately log in and click "forgot password" to reset unless you have been utilizing your portal during the year.** Multiple unsuccessful attempts to log in may result in being locked out. If you are not able to log in upon the first attempts, give us a call to assist you.
- **PAPER ORGANIZERS:** For clients who request a paper copy organizer, we will mail yours via USPS. Please note there is a questionnaire that should be completed along with the other pages as if the organizer is returned blank, our fee will be increased for the time to complete it for you to begin your tax preparation. Please do not email us tax sensitive documents & information for your security.
- **SUPPORTING DOCUMENTS:** All tax clients will need to provide all pertinent backup documentation, W-2s, 1099s, interest statements etc. to get the tax preparation process started. These documents can be sent to us in hard copy or electronically via upload with your organizer before you "send to preparer" or if your organizer has been submitted, you may still utilize your portal for uploading additional documents using "File Exchange". For best quality of documents, we kindly ask you to scan and not take photos. Ensure that documents are legible prior to uploading and please do not email tax sensitive documents and information for your security.


Our firm has always employed a "first in, first out" philosophy when processing returns. We feel that this is the most equitable way to serve our clients.

## IMPORTANT DATES: (good to note in your personal calendars!)

- **January 31st:** Notify us if you have not received your organizer by paper or electronic version
- **March 18th:** HCPA deadline for organizer submission to complete taxes by 4/18/23
- **April 6th:** Final date to deliver extensions to HCPA (with payments)
- **April 10th:** Extensions submitted by HCPA to tax agencies
- **April 10th:** Final date for E File forms submitted to HCPA
- **April 18th:** Federal deadline for submission of tax returns: 1040 & C Corp
- **April 21st:** HCPA office is closed
- **May 1st:** Virginia state deadline for submission

**EXCITING ANNOUNCEMENT:** Hainsworth CPA will be offering the ability to pay invoices via our website. See "Pay Bill" on the home page of [www.hainsworthcpa.com](http://www.hainsworthcpa.com). You can choose e-check and/or credit card options. Just click the link for "Pay Bill" and the screen is very user friendly. There is no fee to use e-check and there will be a nominal fee for credit cards which will be calculated on the screen. You will manually enter the amount you would like to pay and in the reference box please enter your invoice number. You will receive an emailed copy of your payment. Let us know if you have any questions!

We are looking forward to working together with you and appreciate you as our client! And we are wishing you the best for an awesome start to the New Year!

  
— Dave Hainsworth, C.P.A. —

JANUARY 2023						
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29	30	31				

**January 31**  
Notify us if you have not received your organizer by either paper or electronic version

MARCH 2023						
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26	27					

**March 18**  
HCPA deadline for organizer submission to complete taxes by 4/18/23

APRIL 2023						
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**April 10**  
Final date for E File forms submitted to HCPA

**April 6**  
Final date to deliver extensions to HCPA (with payments)

**April 18**  
Federal deadline for submission of tax returns: 1040 & C Corp

**April 21**  
HCPA office is closed

MAY 2023						
S	M	T	W	T	F	S
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28	29	30	31			

**May 1**  
Virginia state deadline for submission

# Tug's Tales

I am still here with Finn. Yes, my leg will not get better and the cancer is there, but I am very happy to be a dog. I continue to swim, walk, and wrestle with Finn.

I now get acupuncture which relaxes me and helps with pain management. The limp is more pronounced, and I walk slower, but I enjoy life. I hope everyone had a great 2022 Holiday and wish you a Happy New Year! Finn and I will be hanging out in the office during tax season. I look forward to seeing you when you drop off your organizer and tax documents.

HAPPY NEW YEAR 2023! Wags Tug



David N. Hainsworth, C.P.A., P.C.  
*Financial Counseling and Accounting Services*

3950 University Drive, Suite 207  
Fairfax, VA 22030-3913  
Voice: (703) 352-0118  
Fax: (703) 352-0120  
e-mail: [dave@hainsworthcpa.com](mailto:dave@hainsworthcpa.com)  
[www.hainsworthcpa.com](http://www.hainsworthcpa.com)



Professional Staff  
David N. Hainsworth, C.P.A., C.F.P.  
Debra Duffy, C.P.A.  
Terri John, C.P.A.  
Debra Yager, C.P.A.  
Pamela Hainsworth, Staff Accountant  
Liam Loftus, Staff Accountant  
Mary Powell, Firm Administrator  
Nicole Porcayo, Administrative Assistant

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